



Metropolitan Nashville — Planning Department

Metro Office Building
800 Second Avenue South
P.O. Box 196300
Nashville, TN 37219-6300*

Voice: 615.862.7190
E-mail: planningstaff@nashville.gov

*Overnight Packages: Use "37210" as zip code
or UPS and FedEx will not deliver package.

Subdivision Plan/Plat Application

Application must be completed in full and submitted with appropriate fee.

Application Number: _____
(To be assigned by planning staff)

Subdivision Name _____ Former Subdivision Name (if any) _____

Location _____ Phase # _____ Section # _____ Lot #s _____

Map(s) _____ Parcel(s) _____ # of Proposed Lots _____

APPLICATION FEES

Associated Cases?

- ☐ Concept Plan # _____
- ☐ Zone Change # _____
- ☐ Specific Plan # _____
- ☐ Mandatory Referral# _____
- ☐ PUD # _____
- ☐ UDO # _____

Subdivision Plan/Plat	Fee
Concept Plan	\$ 3,000.00
Final Site Plan	\$ 2,500.00
Final Plat	\$ 1,000.00
Final Plat (consolidation) ¹	\$ 800.00

Development Preference?

(check all that apply)

- ☐ Standard / Regular Subdivision
- ☐ Cluster-Lot Subdivision

¹ Applies only to lots being consolidated where fewer lots are proposed than originally existed.

Type of Subdivision Request?

(check all that apply)

- ☐ Concept Plan (new)
- ☐ Concept Plan (revision)
- ☐ Development Plan (new)
- ☐ Development Plan (revision)
- ☐ Final Plat (new)
- ☐ Final Plat ² (consolidation)

CONTACT INFORMATION

NOTE: All correspondence will be e-mailed to the contact person designated by the property owner.
You must fill-in all property ownership information — fields are not optional.

*

If the property is owned by a corporation, LLC, LLP, company, etc. then you'll need to submit a letter on company letterhead or documentation that the individual is authorized to act on behalf of the entity with regard to this particular application.

PROPERTY OWNER #1

Property Owner's

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ ☐ business ☐ home ☐ cell

Phone: _____ ☐ business ☐ home ☐ cell

E-mail: _____

Owner*

Signature: _____

Print Name: _____

PROPERTY OWNER #2

Property Owner's

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ ☐ business ☐ home ☐ cell

Phone: _____ ☐ business ☐ home ☐ cell

E-mail: _____

Owner*

Signature: _____

Print Name: _____

FINAL PLAT APPLICATIONS

As the owner(s) of this property, I (we) understand:

- **One** applicant must be designated by me (us) to correspond with the planner who will be reviewing my subdivision. The applicant is: _____
- If I (we) plan to record the final subdivision plat without first constructing the required infrastructure (including roads, water and sewer line extensions), then I (we) must provide a bond for those improvements.
- A bond application must be submitted with the required fee of \$400 **at least six (6) weeks** prior to when I (we) intend to record the final plat.
- The bond review and approval process is subject to receiving estimates from Metro departments and outside utilities.
- Bond amounts are calculated after all construction plans have been approved and plat revisions have been made by your surveyor to the satisfaction of the reviewing agencies.
- The Metro Legal Dept. will review the performance agreement (PA) and security only after the Planning Dept. has received a signed PA and the original security (no faxes, no scanned images).
- The Metro Legal Dept. review may take several weeks to complete its review, excluding time involved in relaying documents to/from the Planning Dept.

Property Owner #1 Initials

Property Owner #2 Initials

SURVEYOR

Surveyor's

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ ☐ business ☐ home ☐ cellPhone: _____ ☐ business ☐ home ☐ cell

E-mail: _____

Surveyor**Signature:** _____

Print Name: _____

SURVEYOR

I have reviewed this application and the associated SUBDIVISION SUBMITTAL CHECKLIST fully, and believe, I have complied with all the requested submittal items. I acknowledge that plans or documents missing any of the requested information may be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval. And for any final plat where public improvements are required, I understand that until I make all the requested plat revisions to the satisfaction of the reviewing agencies, bond amounts cannot be calculated, and thus, the plat cannot be recorded.

Surveyor Initials

🔗 "Subdivision Submittal Checklist" on-line at
<http://www.nashville.gov/mpc/applic.htm>

ENGINEER (development plans only)

Engineer's

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ ☐ business ☐ home ☐ cellPhone: _____ ☐ business ☐ home ☐ cell

E-mail: _____

Engineer**Signature:** _____

Print Name: _____

ENGINEER

I have reviewed this application and the associated SUBDIVISION SUBMITTAL CHECKLIST fully, and believe, I have complied with all the requested submittal items. I acknowledge that plans or documents missing any of the requested information may be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval.

Engineer Initials

"MUST HAVES" and "MUST DOs"

Concept Plan (preliminary)

✓, if completed

1 PUBLIC WATER and SEWER:

Metro Water Services

A capacity study/permit is not required with a concept plan application. A capacity study/permit will be required with the final plat.

Harpeth Valley Utility District or Madison Suburban Utility District

Provide a copy of current letter indicating water/sewer capacity fees from Harpeth Valley Utility District or Madison Suburban Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. For concept plans involving existing development and where no additional flows are involved, submit a copy of your letter of intent that was submitted to utility. *Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

2 PRIVATE SEWER: Copy of stamped concept plan showing preliminary approval, signed and dated by Metropolitan Department of Health. Submit original stamped copy with final subdivision plat application. *Contact Jesse Henry, Metro Department of Health at 340-5605 jesse.henry@nashville.gov*

3 DEED: Provide copy of deed recorded with the Davidson County Register of Deeds identifying property ownership.

4 DIGITAL COPY: Provide copy of concept plan on a CD (no floppy disks; no pdfs) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification.

5 NUMBER OF COPIES: 10 copies of the plan shall be submitted at a scale 1"=50' or greater. All plans must be uniformly collated and pre-folded vertically to form a packet of no more than ten (10) inches in width.

6 PLAN CHECKLIST: The Subdivision Submittal Checklist identifies everything that must be included for all plans and documents for your subdivision application.

Development Plan (construction plans)

✓ if completed

_____ **1 NASHVILLE ELECTRIC SERVICE:** NES comments will follow after submittal of development plan.

_____ **2 PUBLIC WATER & SEWER:**

Metro Water Services

A capacity letter is not required with a development plan application. A capacity study/permit will be required with the final plat.

Harpeth Valley Utility District or Madison Suburban Utility District

Provide a copy of current letter indicating water/sewer availability from Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. *Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

_____ **3 ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS:** Submit roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans directly to Public Works *before* submitting development plan application. *Contact Metro Public Works: 862-8758*

_____ **4 STORMWATER DRAINAGE AND GRADING PLAN:** Provide a complete submittal of stormwater drainage and construction plans with calculation worksheets directly to the Stormwater Division *before* submitting a development plan application to the Planning Dept. Refer to Appendix A in Vol. 1 of the Stormwater Management Manual available on-line at www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01_regulations/09_appendixa_final.pdf
Contact Metro Stormwater: 862-4588.

_____ **5 WATER AND SEWER CONSTRUCTION PLANS:** Submit water and sewer construction plans with summary lengths to be bonded directly to Metro Water Services, Harpeth Valley Utility, Madison Suburban Utility, or other district, *before* submitting development plan application. *Contact Metro Water Services: 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

_____ **6 FIRE MARSHAL PLANS:** For subdivisions containing three (3) or more lots, provide site utility plan(s) showing water mains and sizes, street access, proposed fire hydrant locations and flow information with topographic elevations.

_____ **7 DIGITAL COPY:** Provide copy of development plan on a CD (no floppy disks, no pdfs) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification.

_____ **8 NUMBER OF COPIES:** 1 copy of the construction plans shall be submitted to the Planning Department along with 10 copies of the plan. Plat copies shall be submitted at a scale 1"=50' or greater. All copies must be uniformly collated and pre-folded vertically to form a packet of no more than ten (10) inches in width.

_____ **9 PLAT CHECKLIST:** The Subdivision Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your subdivision application.

Final Plat / Partition

✓ if completed

- _____ 1 **NASHVILLE ELECTRIC SERVICE:** If no development plan was required for property, then submit a stamped, copy of plan approved, signed and dated by NES. Submit stamped copy with development plan application. Allow 4-5 business days for NES review. Contact Holly Lively at 747-3354 hlively@nespower.com
- _____ 2 **PUBLIC WATER & SEWER:**

Metro Water Services
A capacity study/permit will be required with the final plat. Contact Metro Water Services at (615) 862-7225.

Harpeth Valley Utility District or Madison Suburban Utility District
Provide a copy of current letter indicating water/sewer availability from Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. Contact Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.
- _____ 3 **PRIVATE SEWER:** Stamped, copy of plat showing preliminary approval, signed and dated by Metropolitan Department of Health. Submit stamped copy with final subdivision plat application. Contact Jesse Henry, Metro Department of Health at 340-5605 jesse.henry@nashville.gov
- _____ 4 **STORMWATER DRAINAGE AND GRADING PLAN:** If a grading permit is required for this plat, provide a complete submittal of stormwater drainage and construction plans with calculation worksheets directly to the Stormwater Division *before* submitting a development plan application to the Planning Dept. Refer to Appendix A in Vol. 1 of the Stormwater Management Manual available on-line at www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01_regulations/09_appendixa_final.pdf
Contact Metro Stormwater: 862-4588.
- _____ 5 **FIRE MARSHAL PLANS:** For subdivisions containing three (3) or more lots, provide site utility plan(s) showing water mains and sizes, street access, proposed fire hydrant locations and flow information with topographic elevations.
- _____ 6 **DEED:** Provide copy of deed recorded with the Davidson County Register of Deeds identifying property ownership.
- _____ 7 **DIGITAL COPY:** Provide copy of final plat on a CD (no floppy disks, no pdfs) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification.
- _____ 8 **NUMBER OF COPIES:** 10 copies of the plat shall be submitted at a scale 1"=50' or greater. All copies must be uniformly collated and pre-folded vertically to form a packet of no more than ten (10) inches in width.
- _____ 9 **BOND:** If there is infrastructure that requires a performance bond, then submit your bond application at least six (6) weeks prior to when you intend to record the final plat.
- _____ 10 **PLAT CHECKLIST:** The Subdivision Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your subdivision application.

Final Plat for recordation

✓ if completed

- _____ **1 PLAT RECORDING CHECKLIST:** Get a copy on-line of the "Plat Recording Checklist" and make sure plat has all the items listed. Checklist represents common items missing from plats that are brought in to be recorded.
- _____ **2 MYLAR:** Submit final subdivision plat on mylar, vellum or comparable material. Plat should have signatures of **all** property owners (husband and wife, family members, etc.) that are listed on the current deed recorded with the Davidson County Register of Deeds. If ownership has changed between when the plat was originally reviewed by staff and now - at time of plat recordation, provide current recorded deed bearing the Davidson County Register of Deeds instrument number on face of deed with mylar.
- _____ **3 RECORDING FEE:** Submit a separate check with Mylar with recording fee shown below (**No** cash or credit cards accepted by the Metro Planning Department). Planning staff is unable to issue a receipt for recording fees received because money goes to the Register of Deeds, not the Planning Department.
(**Note:** Checks must not be older than 90 days to be accepted by Register of Deeds. If check is older, you may be asked by staff to write a new check. Your older dated check will be returned to you).
- _____ **4 DIGITAL COPY:** Provide copy of final plat on a CD (no floppy disks, no pdfs) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification. Plat will not be recorded without a CD. Staff will verify if CD is projected in TN State Plane Coordinate System **before** recording plat.
- _____ **5 PLAT COPYING (OUTSIDE FEE):** Metro Planning sends the mylar, after the plat is recorded, to a printer to make 11 copies and to fold and deliver those copies back to the Metro Planning Dept. The paper copy is distributed by Metro Planning to various agencies. The printer calls the surveyor to pick-up the actual mylar after copying has been completed. The surveyor is responsible for paying the printer for copying, folding, and delivering the recorded plat to Metro. The approximate cost for a 1 page plat is \$20.00. The surveyor is fully responsible for paying this fee.

PLAT RECORDING FEE*

Recording Fee can be paid by separate check, prior to recording final plat. Make recording check payable to "Register of Deeds." **No credit card, no cash.**

# of Sheets	Total Page Cost	Certificate of Authenticity Fee	TOTAL Recording Fee
1	\$15	\$5	\$20
2	\$30	\$5	\$35
3	\$45	\$5	\$50
4	\$60	\$5	\$65